

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL	ISSUED  2/12	REVISED	CHAPTER  4	SECTION  4.6
CHAPTER Chapter 4 - The Reimbursement System		SUBJECT Changes in Authorized Representative			

The Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) must be notified in writing any time there is a change in the authorized representative or authorized web system “user” contact information. The authorized representative at the institution is the person who is approved to enter the monthly claim for reimbursement.

Failure to notify MDHSS-BCFNA can cause a delay or denial of payment of the claim for reimbursement. Refer to Section 3.3 for additional information.